

Making an application for access to Cabinet documents under the Ten Year Rule

Please read the following information prior to completing the attached Freedom of Information (FOI) application form to request access to Cabinet documents.

Applications for Access

Applications for access to Cabinet documents under the Government's Ten Year Rule can be made directly to the Department of the Premier and Cabinet. The new Ten Year Rule approved by Cabinet means you will be able to seek access to Cabinet documents earlier than has been possible under the twenty year exemption of the past. The attached application form is provided for you to request access to Cabinet documents between 10 and 20 years old through the FOI process. Other exemptions under FOI will still apply to ensure sensitive information is not released that could put at risk things such as a person's privacy, national security, trade secrets or law enforcement. This may result in only part of a document being released or, where appropriate, access being denied.

All requests will be dealt with by the Accredited FOI Officer in the Department of the Premier and Cabinet (DPC).

You will need to provide sufficient information to enable your application to be processed. To assist you identify the document or documents you wish to see, lists of Cabinet submissions are available on the Government's website sa.gov.au. These lists cover Cabinet submissions between 10 and 20 years old. If you are uncertain how to identify the documents you wish to request, you can seek assistance by contacting the DPC Accredited FOI Officer on telephone (08) 8226 2609 or by email DPCFOIUnit@dpc.sa.gov.au. These lists can also be viewed online at one of State Records' two Research Centres; address details are located at the bottom of the next page.

After processing your application the Department of the Premier and Cabinet will provide you with a Notice of Determination that will inform you of the outcome of your application. If the documents are to be released they will be included with the Notice of Determination. If access has been refused in full or in part, the reasons why this has occurred will be provided along with information about your rights of appeal.

What Cabinet documents can be accessed?

The Cabinet documents available under the Ten Year Rule are Cabinet submissions, Cabinet notes and Cabinet agendas. The application form allows you to select the document types you require that are related to the Cabinet submission you have identified from the Cabinet submission lists.

How long will it take?

An FOI application must be dealt with as soon as practicable, or within 30 (calendar) days of it being received. Applications made under the Ten Year Rule may be processed quicker than other applications. However, there may be delays for applications where consideration needs to be given to a large volume of documents within a submission, or where consultation is required. If this is the case the Accredited FOI Officer will advise you within 20 (calendar) days if the timeframe for dealing with your application has been extended.

If the timeframe has not been extended and you do not receive a Notice of Determination within 30 (calendar) days, the legislation deems that your application has been refused and you are entitled to

lodge an application for review or appeal. The *Application for Internal Review of Determination* is available on the State Records website <http://www.archives.sa.gov.au/foi/forms.html>.

How much will it cost?

There are no fees or charges for making and processing an application for Cabinet documents under the Ten Year Rule.

Electronic Lodgement

Your application form may be lodged electronically either by:

- scanning a completed copy of the attached application form, or
- completing the electronic lodgement form (available via the State Records SA website www.archives.sa.gov.au)

and emailing it to the DPC FOI Unit via DPCFOIUnit@dpc.sa.gov.au.

Further Information

In the first instance it may be helpful for you to contact the Freedom of Information Officer in the Department of the Premier and Cabinet, on telephone 8226 2609.

Information about Freedom of Information is also available through public libraries, community centres and government agencies, or by visiting the State Records SA website at www.archives.sa.gov.au.

Copies of the *Freedom of Information Act 1991*, can be purchased from Service SA in the EDS Centre, 108 North Tce, Adelaide, or downloaded from the website www.legislation.sa.gov.au.

State Records City Research Centre

26-28 Leigh Street

Adelaide SA 5000

Telephone: (08) 8204 8791

State Records Gepps Cross Research Centre

115 Cavan Road

Gepps Cross SA 5094

Telephone: (08) 8343 6800

Application for Access to Cabinet documents under the Ten Year Rule

Under s13 of the *Freedom of Information Act 1991*

Lodgement of Application

To: The Accredited Freedom of Information Officer
FOI Unit
Department of the Premier and Cabinet
GPO Box 2343, Adelaide SA 5001

Email: DPCFOIUnit@dpc.sa.gov.au

Details of Applicant

Last Name

Given Names

Australian Postal Address

..... Post Code

Tel (hm) Tel (wk) Tel (mob)

Email (Optional)

Details of Request

(Select the Cabinet documents you seek access to from the listing of Cabinet submissions available on the [Government's common website](#))

I seek access to the Cabinet submission listed below:
(please tick whichever is appropriate):

and any related

Cabinet note

Cabinet agenda

Date	Departmental Docket / Docket Number	Cabinet Submission Title	Minister (if available)

(If you wish to seek access to more than one Cabinet submission, please complete a separate application form.)

Personal Affairs *(please cross out whichever does not apply)*

These documents do / do not contain information about my personal affairs.

Form of Access *(please place a tick in the appropriate box)*

- I wish to inspect the documents
- I require a copy of the documents
- I require access in another form (please specify below)

Specify.....
.....

Fees and Charges

There are no fees or charges for making and processing an application for Cabinet documents utilising this process.

Applicant's Signature

Date / / 20.....

OFFICE USE ONLY

Received on / / 20.....

Acknowledgment sent on / / 20.....